

Terms of Reference	
Name of the position	Multi-Tasking Staff
No. of Position	03 nos.
Place of Posting	AUIDFCL Head Office, Guwahati
Age	Should not be more than 35 years
<p>Job Responsibility: The Multi-Tasking Staff will undertake the following tasks, but not limited to:</p> <ul style="list-style-type: none"> • Carry out physical tasks such as cleaning, lifting, shifting files/equipment, and other manual work. • Provide basic office support: photocopying, filing, delivering documents, and running errands. • Assist in routine clerical work like daak dispatch, maintaining issue and receipt register, opening and closing of offices, etc. • Maintain cleanliness of the office premises and ensure a neat work environment. • Support staff in administrative functions as required. • Operate office equipment like photocopiers, fax machines, etc. • Monitor and replenish office supplies as and when required. • Assist in organizing meetings, setting up rooms, and managing logistics. • Any other duties and responsibilities that may be assigned by Competent Authority from time to time. 	